

The seal of James City County, Virginia, is circular. It features a sailing ship on the water, with the text "James City County" around the top and "Jamestown 1607" around the bottom. The number "206" is centered over the ship.

## UTILITY SPECIAL PROJECTS COORDINATOR

**DEPARTMENT:** James City Service Authority /Utility Operations

### **NATURE OF WORK:**

Coordinates the James City Service Authority's (JCSA) Backflow Prevention and Cross Connection, and Grease Abatement (BP/GA) programs to include related preventive maintenance programs, technical inspections of systems, and ensuring compliance with plans, codes, and regulations. Provides support to customers under the BP/GA programs. Work is performed under the general direction of the Utility Operations Administrator.

### **ESSENTIAL FUNCTIONS OF JOB:**

Administers the JCSA's BP/GA programs to ensure compliance with local, State, and Federal regulations to prevent the possible contamination of the potable water system.

Conducts field conferences and inspections with developers, contractors, and public works personnel. Informs developers and contractors of deviations or errors and advises corrective action.

Develops and implements BP/GA programs for residential, commercial, industrial and governmental agencies, to reduce the risk of contamination within our drinking water, or negative environmental impacts.

Develops, implements, and administers the Grease Abatement program to include an ordinance and regulations regarding the function, operation, and maintenance of grease abatement devices and education of the public of the impact grease has on both the JCSA system and the environment.

Develops publicity programs to promote the image of the BP/GA programs. Represents the JCSA in regional activities to better develop and maintain BP/GA programs.

Maintains working knowledge of all BP/GA procedures. Serves as point of contact for concerns and technical requirements.

Performs daily administrative activities relating to BP/GA programs. Develops documents for program enforcement, preventive maintenance requirements, and inspection criteria.

Uses ArcView software to access utility information in the Geographical Information System (GIS) and uses Hansen IMS, Tokay, and other similar applications.

Performs database administration, maintenance, and quality assurance of records in the BP/GA programs database to ensure compliance with the Virginia Department of Health regulations for Cross-Connection Control and Backflow Prevention, and associated standards for grease abatement.

## **WORK LOCATION AND EQUIPMENT OPERATED:**

Duties are performed at various construction sites and private sector establishments throughout the County. Drives County vehicle to work sites. Requires extensive walking, and climbing up and down ladders. Operates automated systems, computer keyboard, telephone, and radio equipment. Duties are performed both outdoors in all conditions and in an office setting.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of backflow prevention and cross connection applications, with future certification as required by JCSA.

Knowledge of BP/GA BOCA Codes and Virginia Department of Health regulations. Ability to interpret codes that define approved system installation and necessary remedial work.

Knowledge of databases to include their uses, operation, security, and backup.

Knowledge of plans review for compliance; including ability to convey the intent of those plans to the public.

Ability to listen and communicate effectively both orally and in writing. Knowledge of effective public relations practices, methods, and techniques.

Ability to read and interpret plans, specifications, and blueprints quickly and accurately and to compare them with the construction process.

Ability to make effective presentations and prepare clear and concise written and oral reports.

Ability to plan, develop, and implement various types of programs.

Ability to use ArcView GIS, Hansen IMS, TOKAY, Microsoft Excel, and Microsoft Access software. Ability to maintain records and to prepare reports from such records.

Ability to work independently and make decisions within context of policies and procedures.

## **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, preferably supplemented by course work and two-year degree in engineering or other related field. Considerable experience in the electrical, mechanical, or utilities inspection or installation field or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

## **NECESSARY SPECIAL QUALIFICATIONS**

Must possess a valid Virginia driver's license and successful completion of a post-offer physical and drug test.

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Utility Special Projects Coordinator  
Department: JCSA

Position Number: 206  
Division: Utility Operations

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

**1. Speaking/Talking:**

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others: must have ability to convey technical meanings.
- ☐ Not essential to job function

**2. Hearing/Listening:**

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

**3. Reading:** (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device
- ☐ Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input checked="" type="checkbox"/> Use radio/console  | <input checked="" type="checkbox"/> Use hand tools                         |
| <input checked="" type="checkbox"/> Use a calculator   | <input checked="" type="checkbox"/> Use power tools                        |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Position requires repair actions on utility related devices and automation equipment, i.e.,  
computer, printers, etc.

\_\_\_\_\_  
\_\_\_\_\_

## VI. Physical Demands:

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
<b>Lift</b>					✓		✓		
<b>Push/Pull</b>					✓		✓		
<b>Hold/Carry</b>					✓		✓		

Manipulation done from: ☒ ground to waist    ☒ waist level    ☒ waist to shoulder    ☐ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift    ☐ Push/Pull    ☐ Hold/Carry (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☒ Step stool
- ☒ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other \_\_\_\_\_
- ☐ Not essential to job function

### Stairways

- ☐ 1 flight
- ☒ 2 flights
- ☐ 3 or more flights
- ☐ Other \_\_\_\_\_
- ☐ Not essential to job function

### Steps

- ☐ 1-2
- ☐ 2-3
- ☐ 3-4
- ☒ Other: as many as 25
- ☐ Not essential to job function

**3. Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
<b>Stand</b>			✓					✓	
<b>Sit</b>			✓					✓	
<b>Walk</b>		✓						✓	
<b>Run</b>									

If walking or running, over what type of terrain? ☒ flat    ☐ rough    ☐ both

Not essential to job function: ☐ Stand    ☐ Sit    ☐ Walk    ☒ Run (Check all that apply)

#### **4. Stooping, Kneeling, Crouching, and/or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

##### **Daily Amounts**

- ☐ 0-5x      ☐ 5-20x      ☒ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### **5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

##### **Daily Amounts**

- ☐ 0-5x      ☒ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### **6. Seeing:** To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☐ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☒ Color perception (discriminate between colors)  
☒ Depth perception (determine distance relationship between objects)  
☐ Not essential to job function

#### ***VII. Driving:*** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			